

TRUSTEES ANNUAL REPORT



1st April 2016 - 31st March 2017

The Trustees of the group present their report and receipts and payments accounts for the year ended 31st March 2017.

Trustees

The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association. The Trustees who served during the year are stated below:

Sarah Leeks (Group Chairman)	Victoria Green (Group Secretary)
James Higham (Beaver Scout Leader until 1st June 2016, then Group Scout Leader)	
Daryl Wickham (Group Secretary, resigned 14th December 2016)	
William Gallop (Group Treasurer)	Jan Moll (Beaver Scout Leader)
Alan Moll (Assistant Group Scout Leader)	Lindsay Stansbury (Assistant Cub Scout Leader)
Valerie Don	David Stansbury (Scout Leader)

Structure, Governance and Management

Governing Document

The unincorporated Trust was established by Royal Charter granted 4 January 1912 and registered as a charity with the Charity Commission on 5th May 1995. The Group (Trust) is operated in accordance with the organisational structure laid down by the Scout Association, with whom the Group registered with on 4th July 1934.

Appointment of Committee Members and Trustees

The Trust has a policy for the recruitment of Trustees. Nominations are considered from any source but any potential Trustee would be expected to bring specific skills and/or experience to the Trust. Trustees are elected annually to the Group Executive. In appointing new Trustees, the Trust follows the guidance laid down by the Charity Commission. It is desirable that there is at least one member of the leadership team from each section be elected to the Group Executive.

Induction and training of Trustees

The induction and training of new Trustees is carried out in accordance with the provisions of the relevant edition of Policy, Organisation and Rules of The Scout Association.

Volunteers

A great contribution is made by member volunteers including Trustees who devote many hours organising activities and events for the benefit of our young people. There are recruitment procedures in place which comply with Scout Association regulations and statutory requirements.

Risk Management

The Group Executive have assessed the major risks to which they believe the District is exposed and are satisfied that systems have been established to mitigate against them. The main areas of concern that have been identified are as follows:

27th Norwich (New Costessey) Scout Group Gunton Lane, New Costessey, NR5 0AE

Call James on 07754 718877 **Email** inbox@27thnorwich.org.uk **Visit** www.27thnorwich.org.uk

Registered Charity Number 1046258 (England & Wales)

- **Injury to Leaders, Helpers, Supporters and Members.** The Group through capitation fees contributes to the Scout Association's national accident insurance policy. Risk Assessments are undertaken for all activities and adventurous activities are supervised by adults holding the relevant authorisation.
- **Loss, theft or damage to property.** The Group has taken out insurance to protect against any losses incurred by theft, loss or damage to property including camping, games and sports equipment etc.
- **Internal Control.** The Group has in place a system that is designed to provide reasonable assurance against mismanagement or loss by ensuring 2 signatories for all payments. Compliance and legislation regulations are administered nationally by The Scout Association. The accounts are independently examined annually and presented at the AGM.

Investment policy and objectives

The Group does not have sufficient funds to invest in longer term investments. The Group has therefore adopted a risk averse strategy to the investment of its funds. All funds are held in cash using only mainstream banks or building societies.

Related parties

Subscriptions totaling £2,772.00 were passed on to Northern Norwich Scout District, The Norfolk County Scout Council and The Scout Association as a contribution towards scouting nationally and in Norfolk. Mr J Higham, who is a Trustee of the 27th Norwich Scout Group is also a Trustee of the Northern Norwich Scout District.

Objectives and activities

Summary of objects

To promote the development of young people in achieving their full physical, intellectual, social and spiritual potentials, as individuals, as responsible citizens and as members of their local, national and international communities.

Financial review

The Group's policy on reserves is to hold sufficient resources to continue the charitable activities of the group should income and fundraising activities fall short. The Group Executive Committee considers that the group should hold a sum equivalent to 6 months running costs, circa £1,000. The Group held reserves of £3,351 at the year-end being above the level required for operating expenses.

Sarah Leeks (Group Chairman)

William Gallop FCCA (Group Treasurer)

Date:

Date:

Income and Expenditure Account

For the year ended 31 March 2017

	2017	2016
	£	£
Income		
Fee Income	4,782	4,062
Gift Aid	-	-
Recycling	-	-
Donations	-	1,000
Rent	1,223	200
Camp, outings & events	1,226	1,226
Grants	38,768	-
Sundry	238	10
Bank interest	13	-
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	46,250	6,498
Expenditure		
Capitation	2,772	2,365
Section expenses, badges & uniform	2,036	-
Functions	217	-
Bottle bank charges	43	56
Training	50	-
Water charges	220	268
Light & heat	985	759
Insurance	827	797
Property expenses	37,261	-
Administrative and office costs	-	8
General	-	136
Camp	355	1932
Outings & activities	154	-
Bank charges	5	-
Equipment	1,099	-
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	46,024	6,321
Income/(Deficit) over expenditure	<hr/> <hr/>	<hr/> <hr/>
	226	177

Balance Sheet

As at 31 March 2017

	2017	2016
	£	£
Current assets		
Cash at bank	2,111	850
Cash on deposit	-	2046
Cash in hand	-	114
Debtors	1,270	-
	<hr/>	<hr/>
	3,381	3,010
Current Liabilities		
Creditors	145	-
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Net assets	<u>3,236</u>	<u>3,010</u>
Reserves (unrestricted)		
Brought forward	3,010	2,834
Income/(Deficit) over expenditure	226	176
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Total reserves	<u>3,236</u>	<u>3,010</u>

Report of the Independent Examiner

To the members of the 27th Norwich (New Costessey) Scout Group council

For the year ended 31 March 2017

I have verified the Financial Statements of 27th Norwich (New Costessey) Scout Group with the books, records, vouchers etc. as prepared by the Group Treasurer of 27th Norwich (New Costessey) Scout Group in respect of the year ended 31 March 2017 and in my opinion they are correct and in accordance therewith.

Jon Plummer FPC CEMAP
3 Esdelle Street
Norwich
Norfolk
NR3 3BN

Date: 31 August 2017